

Job Posting

May 18, 2022

Position Title: Finance Director
Division: Finance
Union: Non-union/exempt

Full-time Finance Director needed for Chippewa County Health Department. Salary ranges \$24.90 to \$29.84 per hour. Benefits include: health insurance, life insurance, disability insurance, vacation and sick leave, and retirement.

Job Summary

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. As supervisor of the accounting and billing staff, performs the personnel management functions of employment interviewing and selection, ensuring training, assigning functions, scheduling, reviewing and evaluating performance, and addressing employee relations issues.
2. Develops accounting systems and bookkeeping procedures in accordance with departmental procedures, standard governmental accounting practices, and state law.
3. Prepares a variety of financial statements, status and compliance reports in accordance with generally accepted accounting principles and that are in conformance to departmental, grant, and federal, state, and county standards.
4. Assists operating divisions in projecting needs and preparing their annual budgets. Compiles and produces the overall department budget including the budget for state reimbursed programs. Does analysis of budget for all program areas and identifies potential problem areas.
5. Attends meetings with management to advise and review financial reports. Analyzes financial records and documents to identify irregular circumstances and errors, resolve discrepancies, and take or recommend financial corrective action. Monitors and interpret financial data in order to make recommendations regarding the status of programs and accounts based on spending patterns and projected budgets.
6. Oversees and verifies the posting of journals, ledgers, inventory of fixed assets, vendor payments, revenue receipts, and payroll preparation in an accurate and timely manner.
7. Coordinates financial accounting with auditors and State and County accounting offices. Authorizes transfer of funds and deposits agency revenue with the County Treasurer.
8. Oversees the payroll function and prepares reports related to federal and state taxes.
9. Serves as departmental medical supply purchasing officer, conducts research, investigates pricing, researches and joins purchasing cooperatives, and creates and maintains an inventory management system.
10. Maintains accounts payable ledgers, assigns cost classifications, audits invoices received and ensures proper documentation, and authorizes payment.
11. Analyzes financial data, prepares reports, and interprets financial information for board members, departmental employees, auditors, and representatives from local and state agencies.
12. Reviews time sheets and bills for proper documentation and approvals. Verifies payroll transactions to payroll reports.
13. Assists external auditors in reviewing and interpreting departmental accounting records. Serves as agency liaison with auditors.

14. Function in a response capacity to public health emergencies consistent with knowledge, skills, experience and professional licensure/certification. Acquire knowledge to be competent in appropriate response roles.

Other Functions:

15. Recognizes that positive employee relations are a necessary precedent for positive client relations. Provides assistance when seeing another in need. Contributes to the team effort of providing superior customer service to enhance the image of the Health Department. Refrains from holding negative conversations about duties, assignments, co-workers and clients. Adheres to Health Department telephone courtesy standards for answering, placing and transferring calls, as well as general telephone use. Does not allow personal telephone calls or visitors to interfere with telephone responsibilities, public encounters or customer courtesy to others. Demonstrates an effort to assure that customers/clients wait in definite expectations of when and how they will be served. Professionally addresses others (smile, handshake, eye contact, voice, posture, grammar, grooming and dress). Responsible for promoting and securing potential clients and referrals.

Education, Training and Experience

Education: Bachelor's degree in business, finance, economics, or accounting.

Experience: Prior governmental experience or CPA preferred.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to enter and access information using a computer.
- Prolonged sitting at a computer.
- Ability to access meeting sites.

The employee in this position will be required to visually review documents, invoices, reports, budget and contracts. Must be able to move about the department offices and travel throughout the State of Michigan. Must be able to operate electronic office equipment and use a standard voice telephone system. This employee will spend a majority of the day sitting and reviewing financial data spreadsheets and other related materials.

Working Conditions:

Works in office conditions.

Interested applicants may apply by submitting an application and a resume to Jill Schaefer, Executive Assistant, jschaefer@chipewahd.com. The application may be found on our website at <https://www.chippewahd.com/about>.EOE.